



INDIANA ARTS COMMISSION

Connecting people to the arts

GRANT PROGRAM FOR INDIVIDUAL ARTIST PROJECTS

Deadline

Feb. 3, 2003
4:30 p.m. EST

Project Dates

Between
July 1, 2003
and

THIS APPLICATION WILL BE MADE AVAILABLE UPON REQUEST IN LARGE PRINT,
BRAILLE, AUDIO CASSETTE, OR OTHER FORMS TO MEET SPECIAL NEEDS

?

*The application is also available upon request on diskette, or to download from our website,
in Adobe Acrobat or Microsoft Word for Windows.*

402 W. Washington St., Rm
W072 Indianapolis, IN 46204
www.in.gov/arts
arts@state.in.us
317/232-1268
317/233-3001 TTY

OVERVIEW OF THE INDIVIDUAL ARTIST PROGRAM

WHAT IT IS:

The Individual Artist Projects grant program is designed to support individual artists in all disciplines for specific project-related costs, which will have a positive impact on the artist's career incurred between July 1, 2003 and June 30, 2004.

HOW IT WORKS:

The Indiana Arts Commission (IAC) will convene a panel of Indiana citizens who are knowledgeable in arts and arts management to review and evaluate how well each application addresses the three review criteria – quality of artist's work, impact of the project on the artist's career development, and feasibility of project completion. Panelists will evaluate your artistic documentation (slides, videos, CD, photos, literature, etc.) and application form in order to score each application from 0-100. A minimum score of 80 points is needed for an application to be considered for funding.

HOW TO APPLY:

This packet contains all the necessary forms and instructions. The IAC staff is available to help you with the application process. You are strongly encouraged to consult with staff prior to submitting your application. **Phone: 317-232-1268 E-mail: arts@state.in.us**

STEP 1: Think carefully about the project you are applying for money to complete. Your project must have a significant impact on your career development and you must be able to complete all funded activities between July 1, 2003 and June 30, 2004.

STEP 2: Select the artistic discipline that is appropriate for your project. You may select from: craft, dance, design arts, folk arts, literature, media arts, multi-arts, music, photography, theater or visual arts. You may select only one of the above categories; if you need help deciding which one, contact the IAC staff for advice.

STEP 3: Review the "Selecting Artistic Documentation" section in these guidelines (pages 7-10) and select the works that you are going to submit with your application form. Each discipline category requires a certain type and number of works to be submitted. Keep in mind that the works you submit for the panel to review must have been produced after February 1, 2000. You will want to submit pieces that best convey your creative concepts and technical expertise. The artistic documentation needs to support the selected discipline and should be applicable to the project for which you are requesting funding; if you have questions, contact the IAC staff for advice.

STEP 4: Finalize the application form including attachments and submit your fully completed grant application packet by February 3, 2003. Your application packet must be in the IAC office by 4:30 p.m. EST on that day. Applications received after that time will not be considered for funding. Your application packet will include ten (twelve for visual arts) separate copies of the four-page application form, your current career summary/resume, and an artistic documentation list. In addition to the ten (twelve for visual arts) application copies, you will submit the artistic documentation appropriate to your arts discipline.

YOU'RE DONE! Your application will be reviewed during an open panel meeting in the spring of 2003. We will invite you to attend the panel reviewing your application and encourage you to attend. After the review, applications will be ranked by score and the top applications will receive funding. You will be notified in late June/early July as to whether or not you have been awarded a grant.

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ABOUT THE INDIANA ARTS COMMISSION

The Indiana Arts Commission (IAC), a state agency, was established in 1969 to increase the support, awareness, and outreach of the arts in communities across the state. The Commission administers and distributes funds for arts programs and services appropriated by the Indiana General Assembly and the National Endowment for the Arts (NEA).

The agency is governed by a 15-member board of directors appointed to four-year terms by the Governor of the State of Indiana. The Commission holds quarterly business meetings throughout the state; these meetings are open to the general public for observation. A professional staff and over 100 Hoosier volunteers from all walks of life support the Commission's programs and services.

Long-term Goals

The Indiana Arts Commission has three major goals.

1. To fulfill the leadership potential of state government in developing Indiana's arts economy through statewide programs and services.
2. To advance significantly the continuing regional development of the arts and culture in Indiana through the Regional Partner Initiative.
3. To create a new public-private partnership structure to develop the arts and significantly increase public and private resources to the arts.

Grantmaking Philosophy

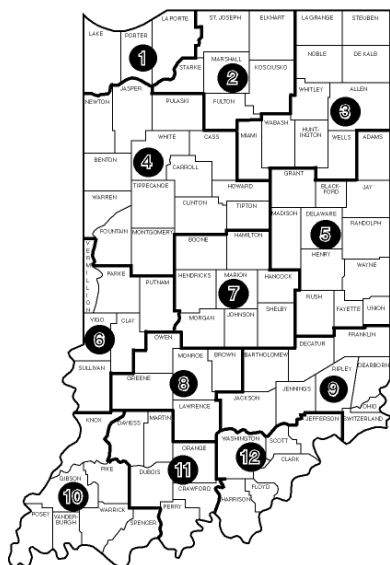
The Indiana Arts Commission recognizes the importance of public financial support to sustain a wide variety of artistic disciplines and expressions within Indiana. Grants will serve as an incentive for developing and strengthening the capacity of communities to plan and implement quality arts activities. All funding decisions will be made in open processes that meaningfully involve residents in decisions about how state and federal tax dollars will be used to support the arts in each region and statewide.

Conflict of Interest Policy

Board members, staff, and volunteers of the Indiana Arts Commission must declare conflicts of interest which may preclude their impartial participation in decisions concerning state or regional policies, services, or the allocation of statewide or regional arts funding. These individuals cannot participate in related discussions or decisions when a conflict of interest is declared. (For more information, contact the IAC.)

INDIANA REGIONAL PARTNERSHIP INITIATIVE

In 1997, the Indiana Arts Commission and 12 community-based organizations jointly established the Indiana Regional Partnership Initiative, a collaborative project to enhance support for arts and cultural activities statewide, especially in underserved areas. You might want to contact your Regional Partnership organization to learn about additional services they provide.



lkreft@artsunited.org
www.artsunited.org

1 Northern Indiana Arts Association

John Cain, Executive Director
Jeff Casey, Director of Regional Services
1040 Ridge Road
Munster, IN 46321
219/836-1839
219/836-1863 (fax)
johnc@niaaonline.org
jcasey@niaaonline.org
www.niaaonline.org

2 Community Foundation of St. Joseph County

Rose Meissner, President
Angela Butiste, Program Officer
205 W. Jefferson Blvd., Suite 400
P.O. Box 837
South Bend, IN 46624
574/232-0041
574/233-1906 (fax)
Angela@cfsjc.org
www.cfsjc.org

3 Arts United of Greater Fort Wayne

Geoff Gephart, President
Linda Kreft, Director of Regional Services
114 E. Superior St.
Fort Wayne, IN 46802
260/424-0646
260/424-2783 (fax)
ggephart@artsunited.org

4 Tippecanoe Arts Federation, Inc.

Shelley Lowenberg-DeBoer, Exec. Director
Sheri Rahdert, Director of Regional Services
638 North St.
Lafayette, IN 47901
765/423-2787
765/742-5724 (fax)
shelley@dcwi.com
sheri@dcwi.com
www.tippecanoearts.org

5 Arts Place, Inc.

Eric R. Rogers, Executive Director
Sue Burk, Regional Services Director
131 E. Walnut St.
P.O. Box 804
Portland, IN 47371
260/726-4809
260/726-2081 (fax)
artsland@jayco.net
erogers@jayco.net
sburk@jayco.net
www.artsland.org

6 Arts Illiana, Inc.

Sara Laughlin, Executive Director
23 N. Sixth St.
Terre Haute, IN 47807
812/235-5007
812/232-2781 (fax)
artsilliana@indstate.edu

7 Central Indiana Community Foundation, Inc.

Brian Payne, President
Amy Kotzbauer, Program Officer
Joanna Nixon, Regional Services Coordinator
615 N. Alabama St., Suite 119
Indianapolis, IN 46204
317/634-2423
317/684-0943 (fax)
amyk@cicf.org
joannan@cicf.org
www.cicf.org

8 Bloomington Area Arts Council, Inc.

Sally Gaskill, Executive Director
Nancy Krueger, Assistant Director
122 S. Walnut St.
Bloomington, IN 47404-6107
812/334-3100
812/323-2787 (fax)
sally@artlives.org
nkrueger@artlives.org
www.artlives.org

9 Columbus Area Arts Council, Inc.

Robert Burnett, Executive Director
Jeff Kuehl, Regional Services Coordinator
302 Washington St.
Columbus, IN 47201
812/376-2539
812/376-2589 (fax)
rbburnett@artsincolumbus.org
jkuehl@hsonline.net
www.artsincolumbus.org

10 Arts Council of Southwestern Indiana, Inc.

Kathy Solecki, Executive Director
123 N.W. Fourth Street, Suite 3
Evansville, IN 47708
812/422-2111
812/422-2357 (fax)
arts@evansville.net
www.artswin.evansville.net

11 Jasper Community Arts Commission

Darla Blazey, Executive Director
Jill Watson, Regional Services Coordinator
951 College Ave.
Jasper, IN 47546
812/482-3070
812/634-6997 (fax)
dblazey@ci.jasper.in.us
region11@ci.jasper.in.us

12 Arts Council of Southern Indiana

Andrea Grossman, Executive Director
618 E. Market St.
New Albany, IN 47150
812/949-4238
812/949-6937 (fax)
artscsi@nafcs.k12.in.us

ABOUT THE GRANT PROGRAM FOR INDIVIDUAL ARTIST PROJECTS

Program description

The Individual Artist Projects grant program is designed to support individual artists in all disciplines for specific project-related costs, which will have a positive impact on the artist's career. Eligible projects are purposely left flexible to respond to artists' ideas, dreams, and needs. Applicants must plan a project, or phase of a project, which can be realized within the requested budget and completed within the proposed timeline.

Grant amount

Applicants may request a maximum of \$1,000. No match is required. The number of grants awarded is dependent on the amount of funds available. In FY2003, 61 projects were funded out of 168 applications received by the IAC. Due to the limited funds in this category, only applicants with scores of 80 or higher received a grant.

Application deadline and grant period

February 3, 2003 is the deadline for submitting FY2004 grant applications. Applications CANNOT be submitted by email or by fax. The proposed project **MUST** begin after July 1, 2003 and be completed by June 30, 2004. There are no exceptions.

Who can apply?

Individual artists may apply for ONE grant if they meet the following criteria:

- are at least 18 years of age; and
- have lived in Indiana for one year immediately preceding the date of application and plan to remain a resident of Indiana during the grant period.

Who is not eligible for this program?

The IAC cannot provide funding for individual artists who:

- are currently enrolled in any degree-granting program; or
- received an Individual Artist Project grant from the IAC in FY2003 (July 1, 2002 through June 30, 2003); or
- are part of a collaboration for which another artist is applying for IAC support in the same fiscal year.

What can you apply to do?

Projects may include, but are not limited to:

- supplies, rental/purchase of equipment, time necessary for the development, completion, or presentation of a work; or
- documentation of work; or
- travel essential for artistic research or to present or complete work; or
- advanced workshops that further career development.

APPLICATION REVIEW PROCESS

Advisory panel review

The Indiana Arts Commission has established an advisory panel process to assist in its evaluation of grant applications. Panels appointed by the Arts Commission will be composed of Hoosiers who are experienced artists or knowledgeable in the arts and/or arts management. The IAC strives to balance advisory panel composition with consideration to race, gender, regional representation, special needs, and arts discipline.

Advisory panels will be convened in the spring of 2003. Panel meetings are open to the public for observation and may be recorded. **Applicants will be invited and are encouraged to attend.** Applicants cannot "lobby" panelists on behalf of their applications before, during, or after the panel meeting. Applicants who do not attend the panel session and want to know how their grant was reviewed must call the IAC staff and make an appointment to review advisory panelists' written and taped comments in the IAC office. Due to the volume of applications received, these comments will not be sent to applicants.

How proposals are evaluated

Panelists review all applications and evaluate how well each one fulfills the three review criteria (quality of artist's work, impact of the project on the artist's career development, and feasibility of project completion). A minimum score of 80 points is needed for an application to be considered for funding.

QUALITY OF ARTIST'S WORK (up to 25 points)

- Demonstrated artistic ability
- Professional activity as evidenced by support materials and career summary
- Artistic documentation for designated discipline is easy to understand and interpret

IMPACT OF THE PROPOSAL ON THE ARTIST'S CAREER DEVELOPMENT (up to 40 points)

- Impact of project on artist's career development is clearly defined
- Public benefit of the artist's project is clearly defined and is appropriate
- Evidence of a successful history based on artist's previous work

FEASIBILITY OF PROJECT COMPLETION (up to 35 points)

- Goals and objectives of proposed activities are clearly explained (why proposal merits funding)
- Implementation steps are clearly explained and sufficient details are provided in the project timeline.
- Proposal completion date appears to be reasonable
- Estimated expenses and budget appear to be reasonable
- Overall quality of submitted application and support materials

Commission action

Following each panel meeting, IAC staff will use a Commission-approved normalization formula that will eliminate, as much as possible, any scoring discrepancies between the different advisory panels. Applications will be ranked by score and the top applications will receive funding.

The Indiana Arts Commission will review and ratify all FY2004 funding recommendations at its June 2003 business meeting. Commission meetings are open to the public for observation and may be recorded.

Reconsideration policy and appeal process

The reconsideration process is designed to review the **method** and **fairness** of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal.

Applicants may request reconsideration of a funding decision if the applicant can demonstrate:

1. the panel or review team used criteria other than the criteria published in the grant guidelines; and/or
2. there was influence by an IAC staff person or IAC volunteer panelist having a conflict of interest; and/or
3. required information submitted by the applicant was withheld from consideration.

Applicants must send a formal letter to the Executive Director of the IAC stating the reasons for reconsideration based on one or more of the three points above, and evidence of the grounds for the appeal. The letter must be received in the IAC office within 30 days of notification of the IAC grant award in question. An appeals committee, appointed by the IAC Chair, will review all requests for appeal and make recommendations to the full Commission at its next business meeting. All decisions of the Commission are final and may not be appealed further.

HOW TO COMPLETE AND SUBMIT AN APPLICATION

Getting started

Please read the entire guidelines, instructions, and application packet before beginning. If you are unsure about the discipline category appropriate for your project, or have other questions, please contact the IAC for assistance either by phone at 317-232-1268 or by e-mail at arts@state.in.us.

Completing the form on your computer

You may download either the Adobe Acrobat or Microsoft Word for Windows version of the guidelines and application form from the IAC website at www.in.gov/arts. You may also request a diskette or e-mail version of the Microsoft Word for Windows guidelines and application form by calling or e-mailing the IAC at jdehart@iac.state.in.us.

Suggestions on grant writing

Grant writing does not require specialized training or expertise. To assist all applicants, staff members are only a phone call away if you have questions about information contained in this packet. Staff is eager to help you present your proposal in the best possible light for panel review.

Successful grant applications contain clear, concisely written descriptions of your arts project that demonstrate how a grant proposal meets all guidelines and evaluation criteria.

- Read the guidelines thoroughly before you begin to write the application. Follow the application instructions carefully. Contact the IAC for clarification or with questions.
- Write the application with the assumption that its reader does not know about you or the project. Avoid jargon or abbreviations that are not familiar to the general public. The narrative should address all questions, and should explain specifically why your project merits funding.
- Have someone not closely associated with the project read a draft of the application to see if it communicates what is intended.
- Construct your budget based upon your artistic goals. Estimate your expenditures and revenues realistically.
- Apply by the deadline; late applications will not be given funding consideration.

Selecting artistic documentation

All applicants are required to submit artistic documentation following the guidelines listed below. Review this section carefully to identify what kinds of documentation you must submit. You are strongly encouraged to talk with IAC staff regarding your artistic documentation.

Works selected as documentation must have been **produced after February 1, 2000**, and should feature works created by the applicant. Please submit discipline-specific documentation applicable to the project for which funds are requested. All artistic documentation should be labeled according to the discipline-specific instructions listed below. Representative samples of the artist's work are limited to these quantities and formats:

CRAFT

Includes projects by contemporary craft artists working in a wide variety of media including clay, fiber, glass, leather, metal, paper, wood, and mixed media.



Documentation requirements: Submit six numbered 35mm slides or photographs (8"x10" or 5"x7"). One of the six slides/photographs **must** be a detail of one of the other five slides/photographs. If you submit six slides or photographs and one is not a detail, the sixth slide or photograph will not be viewed by the advisory panel. Slides must be suitable for a 35mm carousel and a dot should be placed in the bottom left corner of the slide mount indicating the front and the bottom of the view. With each of the ten grant packets you must include a typed list of the works numbered to correspond with the slides or photographs. This list must include the work title, date completed, dimensions, medium, and other pertinent technical information.



DANCE

Includes projects in classical, modern, jazz, and ethnic dance, including performance and choreography.

Documentation requirements: Submit one copy of a cued 1/2" VHS-videotape segment not longer than five minutes in length. If a segment is not selected, the videotape will be played as submitted. Label the tape with the date of work, title of work, and the artist's role on the segment. With each of the ten grant packets you must include a brief description of your documentation that identifies and describes the segment submitted including the date of work, title of work, and the artist's role on the segment/track.



DESIGN

Includes projects by designers working in a wide variety of design fields, including: architecture, landscape architecture, fashion, graphic, interior, industrial, and urban design.

Documentation requirements: Submit six numbered 35mm slides or photographs (8"x10" or 5"x7"). One of the six slides/photographs **must** be a detail of one of the other five slides/photographs. If you submit six slides or photographs and one is not a detail, the sixth slide or photograph will not be viewed by the advisory panel. Slides must be suitable for a 35mm carousel and a dot should be placed in the bottom left corner of the slide mount indicating the front and the bottom of the view. With each of the twelve grant packets you must include a typed list of the works numbered to correspond with the slides or photographs. This list must include the work title, date completed, dimensions, medium, and other pertinent technical information.



FOLK ARTS

Includes projects related to traditional art forms that have evolved within the context of the artist's shared heritage, language, occupation, religion, or geographic area.

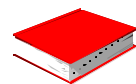
Documentation requirements: With each of the ten grant packets you must submit a short narrative (no longer than one page) that describes how the knowledge of traditional art form was acquired. In addition, you must provide discipline-specific documentation (refer to requirements listed in this section).



LITERATURE

Includes projects that encourage creative writers, including poets, novelists, short story writers, essayists, and literary critics.

Documentation requirements: Submit ten identical copies of publication samples or pages of work (poems, short stories, essays, etc.) written by the applicant. Submit only 10-15 pages of the samples or pages of work. The work should be typed or computer-generated on 8.5" x11" paper with one-inch margins. All pages must be numbered, double-spaced, and no smaller than 11-point type. Photocopies of published materials may be used as documentation. For short stories and essays, please submit



complete chapters versus randomly selected pages. If possible, submit work in progress for which funding is requested. Submit ten copies of a short narrative (no longer than one page) that describes the submitted materials and indicates the date(s) of completion.

MEDIA ARTS

Includes projects that encourage individuals to produce, exhibit, and preserve work in film, video, television, and radio, including screenplays and radio scripts.

Documentation requirements: Submit one 1/2" VHS-videotape, audiocassette, or compact disc (CD) cued to a segment/track at least three minutes in length and not exceeding five minutes. If a segment is not selected, the video, audiocassette, or CD will be played as submitted. Label the tape with the date of work, title of work, and the artist's role on the segment. Documentation for screenwriters will be the same as playwrights under Theatre, refer to Theatre for specifics. With each of the ten grant packets you must include a brief description of your documentation that identifies and describes the segment/track submitted, including the date of work, title of work, and the artist's role on the segment/track.



MULTI-ARTS

Includes projects that involve more than one arts discipline where the applicant is creating/producing all art.

Documentation requirements: Refer to discipline-specific documentation (i.e., for music and dance, refer to those requirements).

MUSIC

Includes activities that support the production of a variety of musical projects including performance and composition.

Documentation requirements: Submit one high quality, audiocassette or compact disc (CD) cued to a segment/track not exceeding five minutes in length. If a segment is not selected, the video, audiocassette, or CD will be played as submitted. Label the tape with the date of work, title of work, and the artist's role on the segment. With each of the ten grant packets you must include a brief description of your documentation that identifies and describes the segment/track submitted, including the title of work, date of the work, and the artist's role on the segment/track. If submitting a musical score, submit ten copies of an entire work of ten pages or less; if more, submit one movement. With each of the ten grant packets you must include a brief description of the score, including the title of the work and the date of composition.



PHOTOGRAPHY

Includes projects by photographers working in a wide variety of media including experimental works.

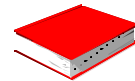
Documentation requirements: Submit five numbered 35mm slides or photographs (8"x10" or 5"x7"). Slides must be suitable for a 35mm carousel and a dot should be placed in the bottom left corner of the slide mount indicating the front and the bottom of the view. With each of the ten grant packets you must include a typed list of the works numbered to correspond with the slides or photographs. This list must include the work title, date completed, dimensions, medium, and other pertinent technical information.



THEATER

Includes projects related to playwriting, the development of drama, the support of theater artists, and the production of quality theater.

Documentation requirements: Playwrights should submit ten identical copies of 10 pages of work. The work should be typed or computer-generated (8.5"x11" paper) with one-inch margins. All pages must be numbered, double-spaced and no smaller than 11-point type. If possible, provide a scene from the work versus random selections of work. If applicable, include one copy of a cued 1/2" VHS-videotape or a set of five photographs (8"x10" or 5"x7") from productions with examples of set design, costumes, blocking, etc. With each of the ten grant packets you must include a short paragraph describing the scene submitted as documentation and clearly identifying the artist's role in the production.



VISUAL ARTS

Includes projects by visual artists working in a wide variety of media including: drawing, painting, printmaking, sculpture, mixed media, 2-D and 3-D installations, and experimental works.

Documentation requirements: Submit six numbered 35mm slides or photographs (8"x10" or 5"x7"). One of the six slides/photographs must be a detail of one of the other five slides/photographs. If you submit six slides or photographs and one is not a detail, the sixth slide or photograph will not be viewed by the advisory panel. Slides must be suitable for a 35mm carousel and a dot should be placed in the bottom left corner of the slide mount indicating the front and the bottom of the view. With each of the twelve grant packets you must include a typed list of the works numbered to correspond with the slides or photographs. This list must include the work title, date completed, dimensions, medium, and other pertinent technical information.



Notification that we have received your grant application

We will be happy to notify you once we have received your grant application in our office. You will need to complete the Application Acknowledgement Postcard located on the back cover of this publication. Cut out and address the postcard, affix proper postage, and paperclip it to the top application set. If you choose not to include the postcard when you submit your application, you will not be notified. Because of the volume of applications we will be receiving, we ask that you do not contact the IAC office about the status of your application.

Return of artistic documentation

A self-addressed, stamped envelope (SASE) of appropriate size with correct postage **MUST** accompany the application packet if the original documentation is to be returned by mail to the applicant. Artistic documentation will not be returned by mail if the SASE is not included.

Every effort will be made to properly care for the material submitted. However, the IAC is not responsible for loss or damage to material. Visual and audio material should be submitted in protective packaging, and applicants should provide protective packing for return shipment.

General instructions for submitting your application packet

- All applications must be typed or computer-generated. Handwritten applications will **NOT** be accepted. Use typeface or fonts no smaller than 11-point.
- Copies should be two-sided if possible. Make sure the photocopy is clear and easily readable.
- Submit ten sets of the completed application (submit twelve sets for visual and design arts). One set must have an original ink-signature on Page 1. This signature must be in ink; it cannot be a photocopy or computer-generated signature.
- Staple each application packet together in the upper left-hand corner. See checklist below to determine what is stapled together.
- Submit only the information requested. Including additional material will not enhance your chances of being funded and your application will not be reviewed.
- Keep a copy of the completed application for your own files.



WHAT TO SUBMIT - CHECKLIST

Applicants must provide complete information on all forms, signatures where indicated, and supporting materials (as requested) to allow for a uniform review. Use this checklist to ensure all of the information requested is submitted, correctly labeled, and organized. Incomplete applications will not be reviewed.

Step 1: Assemble ten (10) copies of the following, in this order. Only use ONE staple in each set in the upper left-hand corner.

- ☐ 1. Ten copies of the completed four-page application form. One copy must have an original signature, in ink, on page one of the application.
- ☐ 2. Ten copies of the artist's current career summary/resume, showing education, training, experience, awards, and accomplishments.
- ☐ 3. Ten copies of a slide/photograph list and/or description of artistic documentation.

Step 2: Assemble your artistic documentation. See pages 7-10 the documentation requirements for your chosen artistic discipline.

- ☐ The **appropriate number** of copies of correctly labeled artistic documentation.

Step 3: Include other enclosures as you choose:

- ☐ Complete and enclose the self-addressed IAC postcard with correct postage if you wish to be notified that your grant application was received by **February 3, 2003**.
- ☐ Enclose a self-addressed envelope of appropriate size with correct postage for the return of your artistic documentation. Artistic documentation will not be returned by mail if a self-addressed, pre-posted envelope is not included.

WHAT HAPPENS AFTER A GRANT IS AWARDED?

Notification of your grant award

All applicants will be notified in writing of grant decisions after the Commission meets and approves the grants (June 2003). Grantees will receive packets containing an award letter, a Grant Agreement, an IRS W-9 form, and other pertinent materials that must be completed, signed and returned to the IAC before the grantee's first payment can be processed.

Acknowledgment and credit of public funding

All grantees **MUST** credit the Indiana Arts Commission and the National Endowment for the Arts for their support in ALL publicity and printed materials related to the funded project. Logos and credit lines must be included in a prominent location and type size. The IAC will provide you with logo sheets. The credit line for activities receiving funding *should read*: "Provided with support from the Indiana Arts Commission, a state agency, and the National Endowment for the Arts, a federal agency."

Grant Agreement

The Grant Agreement is your official contract with the Indiana Arts Commission. Read this document carefully as you will be responsible for meeting all the terms and conditions it contains. You must sign and return your Grant Agreement and W-9 form to the IAC immediately. Your signed Grant Agreement will be reviewed by three other state agencies – the Department of Administration, the Budget Agency, and the Attorney General's office. (This is standard procedure). When all state official signatures have been affixed to the document, a copy of the fully executed agreement will be sent to you. The original is kept on file at the Indiana Arts Commission. The IAC will not recognize any contractual obligation to an individual without a fully executed copy of the Grant Agreement on file.

IRS W-9 form

All grantees must fill out this form to provide the State of Indiana with your Social Security Number. The completed form must be completed and signed by the grantee and returned to the Indiana Arts Commission.

First grant payment

The first payment of your grant will be for 75 percent of the total award. The payment will be mailed to you after your Grant Agreement has been approved by all three State agencies. In general, it takes two months from the time you submit your correctly completed Grant Agreement and IRS W-9 form until the IAC mails your first payment.

Changes to the project

During the period of your grant, you **must** notify the IAC in writing of any major changes that may affect the funded project. These include changes in budget, personnel, dates, scope of activities, etc. IAC staff will review your changes before giving written approval. Changes that significantly alter the scope of intention of the project will not be approved. You may be required to return all or a portion of your grant money to the IAC.

Final Grant Report

All grantees must submit a completed Final Grant Report one month following the grant's ending date, or by July 31, 2004, whichever comes first. The deadline for submitting the final report will be identified in your Grant Agreement. The Final Grant Report form will be mailed to you in your grant notification packet. You should read through the report before you begin so you will know the type of information you will be asked to supply at the end of your project. You will not automatically be mailed another form, so place this somewhere where you will have access to it when your project has ended and it is time to submit the Final Report.

Second grant payment

The second and final grant payment will be for 25 percent of your total award. The check will be mailed to you after your Final Grant Report has been reviewed and approved by the IAC.

Records retention

Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its agents. Adequate records need to be maintained to substantiate all financial and program information reported to the IAC for a period of no fewer than three years.

Tax responsibility

Each Individual Artist Projects grant recipient is responsible for any and all tax obligations under federal, state, and local laws. Consult your tax accountant or local Internal Revenue Service office.

CONDITIONS AND REQUIREMENTS

Civil Rights

The Indiana Arts Commission complies with all state and federal laws and regulations concerning civil and human rights and must assure that programs, awards, and employment practices are free of any discrimination based on race, color, national origin, physical disability, religion, gender, or age. ***The signed Individual Artist Projects application form and signed Grant Agreement indicate that the individual artist understands and is in compliance with these laws:***

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d) provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 200e) as amended by the Equal Opportunity Act of 1972 (Public Law 92-261).
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706) provides that no otherwise qualified handicapped individual in the United States, as defined in the law, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The term "handicapped individual" means "any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment."

- Americans with Disabilities Act of 1990 provides for nondiscrimination in public accommodation on the basis of disability.
- Title IX of the Education Amendments of 1972 which provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance.
- The Age Discrimination Act of 1975 provides for nondiscrimination in federally assisted programs on the basis of age.

Drug-free workplace

The Drug-Free Workplace Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispersion, possession, or use of controlled substances in the grantee's workplace or work site.

Fair Labor Standards

Applications must follow Fair Labor Standards which provide that all professional performers and related or supporting professional personnel employed on projects or productions that are financed in whole or in part by this grant will be paid, without subsequent deduction or rebate on

any account, not less than the minimum compensation as determined by the Secretary of Labor to be the prevailing minimum compensation for people employed in similar activities.

No part of any project that is financed in whole or in part under this grant will be performed or engaged under working conditions that are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in a project or production. Compliance with the safety and sanitary laws of the state in which the performance or part thereof is to take place shall be *prima facie* evidence of compliance.

Disclosure

All information provided on this application is disclosable under the Access to Public Records Act, IC 5-14-3. Some information provided will be listed on the webpage, www.indianaarts.org.

SAMPLE APPLICATION

Applicant Name: Jane T. Doe		Social Security Number: 555-55-5555	
Mailing Address: 1234 Anywhere Lane			
City: Indianapolis	State: <u>IN</u>	ZIP+4: 46204-2741	County: Marion
Day Phone: 317-555-5555		Evening Phone: 317-555-5555	Fax: 317-555-5555
E-mail/Website address: jdoe@indy.net, www.jdoe.net			
<p>Legislative Districts: Based on your street address, enter one legislative district number for each of the government branches listed below. The Indiana Arts Commission is the recipient of funds from the State and Federal government and will use the information below to notify your legislators of the results of all IAC funding decisions. If you do not know your correct district numbers go to www.vote-smart.org/index.phtml to find the information based on your ZIP+4 or contact your county voter registration office (visit http://www.monroegreens.org/Campaign2002/VoterReg2.pdf for a listing). Do not leave this question blank.</p> <p style="text-align: center;">Indiana House # <u>100</u> Indiana Senate # <u>50</u> U.S. Congress # <u>1</u></p>			

- Applicant's Artistic Discipline (check one)

<input checked="" type="checkbox"/> Craft	<input type="checkbox"/> Folk Arts	<input type="checkbox"/> Multi-Arts	<input type="checkbox"/> Theater
<input type="checkbox"/> Dance	<input type="checkbox"/> Literature	<input type="checkbox"/> Music	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> Design Arts	<input type="checkbox"/> Media Arts	<input type="checkbox"/> Photography	
- ☒ I am at least 18 years of age at the time of this application. My date of birth is: 01/01/1969.
- ☒ I have been a legal resident of the state of Indiana since: 01/01/1969.
- ☒ If an award is granted, I intend to remain a legal resident of the state of Indiana until 6/30/04.
- ☒ I am not currently enrolled in any degree-granting program.
- ☒ I did not receive a FY2003 Individual Artist grant (July 1, 2002 to June 30, 2003).
- ☒ I am not applying as part of a collaboration for which another artist is applying for IAC support at this deadline.
- ☒ I consulted with IAC staff prior to submitting my application.
- ☒ Submitted artistic documentation has been produced/created since February 1, 2000
- Check the characteristics that best describe you. This information is collected for statistical analysis and reporting only. You may select any combination of the below that apply

<input checked="" type="checkbox"/> Asian	<input checked="" type="checkbox"/> Black/African American	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> Over age 65	<input type="checkbox"/> Physical Disability	
<input type="checkbox"/> Mental/Emotional Disability	<input type="checkbox"/> Sensory Impairments	

The undersigned certifies that s/he (1) has read the guidelines incorporated herein by reference, and (2) will comply with all guidelines, including federal and state statutes prohibiting discrimination against any person the basis of race, color, national origin, gender, age, religion, or physical or mental disability.

Signature

Date Signed

SAMPLE PROJECT DESCRIPTION

Applicant Name: Jane T. Doe

- **Project Description.** Write a brief statement describing your intended proposal. Do NOT continue on additional pages. Answer all six questions (A-F). Be as concise, clear, and brief as possible in your responses. Panelists read many applications. Long rambling narratives are difficult to understand and remember. Panelists are more likely to retain information that summarizes key elements, is clearly presented, and to the point.

A. Describe your project:

The intent of my project is to develop a series of 10 ceramic forms as canvases for illustrating images and stories from my personal visual file. If funded, I will use the Indiana Arts Commission grant to purchase clay, overglazes, and glazes to create these images on 25" ceramic platters and drawings done with Majolica glaze technique. In the past four years, I have been using the circle/platter as my canvas to tell a personal story. I have always been more comfortable building with clay on clay surfaces, generally developing the surface. Lately, I have had a great interest in trying a "painter's direction" on my clay surfaces. The Majolica technique lends itself to that type of watercolor painting surface, and I find the prospect of moving in this direction a great challenge for me.

B. How do you plan to accomplish the described project and why does it merit funding?

I plan to begin by doing a series of preliminary sketches that will identify the images for the subject matter. These images (which are patterns, floral, botanical and human forms) will be the vehicles used for evoking feelings of elegance, sensuality, and the joy and celebration of life. The technique will involve glazing the large platters with an opaque tin glaze colors. The pieces will be fired to cone 04 multiple times depending on the need, in order to get a rich textural surface. The project merits funding because my approach to this technique will be different than matte individual work in clay. As an artist/educator, I have noticed clay artists are often challenged when working in a "painter's mode" with glazes. It seems the difficulty lies with the ability to handle brushwork in a manner befitting the forms and surfaces of clay. My intent is to approach the project as a painter would approach a canvas and with the tools and materials in hand. I will focus on the grand concept and feelings of expression, making something more meaningful than just a "pretty" plate.

C. How will this project make a difference in your career development? This project will influence my career development because it will provide an interesting and dynamic change in direction from my previous work. It is important to me that I continue exploring and share these

results with my students and colleagues. I believe artists should always explore new techniques and build on the next level of their craft. It is also the willingness to take on these types of challenges that may also build an artist's credibility within the field.

SAMPLE PROJECT DESCRIPTION (cont.)

Applicant Name: Jane T. Doe

D. Describe the public benefits of this project; this may include a variety of activities that would include contact with the public. What county(ies) will benefit from the project?

This project will be a culminating effort for my retrospective exhibition "Metamorphosis," in July -December 2003 at the Creative Crafts Center in Muncie, Indiana. I will work with Happy Printing Company in Indianapolis, which has provided me the in-kind service of their graphic artist, to produce brochures about the upcoming exhibit. The public will be able to see through the exhibition and the brochure the many stages an artist goes through as a result of being challenged, as well as the growth and changes that occur over the years with the commitment to one's craft.

E. What are the anticipated outcomes? How will you evaluate the success of this project?

I believe that this project will be highly successful, and this new body of work will be a challenging change in my personal artistic direction. This project is not only exciting on a personal level, but also as a professional educator. The knowledge I will gain will be a great asset to my students as I share this new level of expertise.

I will evaluate the success of "Metamorphosis" by the number of people who attend the exhibit, the number of new commissions I receive from organizations and individuals as a result of viewing my work. I expect to sell more work through the brochure and anticipate expanding the number of galleries who represent me.

F. Project Timeline (your timeline must include detailed information, in addition to a starting and ending date):

Starting Date: July 1, 2003 **Ending Date:** June 30, 2004

Detailed timeline: This timeline provides ample time to do the series of 15 paintings on clay (ceramic platters) in preparation for my one-person exhibit in 2004.

July 1-January 1 - Work on ceramic platters

January 1-March 1 - Prepare educational/informational material that accompanies exhibition

March 1-May 1 - Work with Happy Printing's graphic artist to design and lay out brochure

May 1 -June 1 - Meet with curator and arrange pieces for exhibition

June 1-June 30 - Hang pieces and hold information session prior to opening

July 1 - Exhibition opening

SAMPLE BUDGET

Applicant Name: Jane T. Doe

PROPOSED BUDGET

ESTIMATED CASH EXPENSES

Please provide a line-item budget for your estimated cash expenses. If an expense item listed below is not applicable to your project, leave the line blank; round figures off to the nearest dollar-do not include cents.

Personnel-specify:	\$
Personnel-specify:	
Personnel-specify:	
Facility Rental	
Travel/Transportation (mileage for travel back and forth to Muncie)	\$ 50 .
Marketing/Publicity/Promotion (for printing of brochures w/match)	\$ 125 .
Other-specify: clay	\$ 500 .
Other-specify: overglazes	\$ 450 .
Other-specify: glazes	\$ 100 .
TOTAL Cash Expenses	\$ 1,225 .

PROPOSED CASH INCOME

Report direct cash support such as artist's contribution, cash donations made directly to the project by individuals, sustaining memberships, net proceeds from special fundraising events, etc. Include income from corporate foundations, United Arts and United Way organizations in this section. Also include the amount of funding requested from the Indiana Arts Commission on the line indicated. Total Cash Income should equal Total Cash Expenses from above.

Artist cash	\$ 125 .
Donations (family member contributions)	\$ 100 .
Other Grants-specify:	
Other-specify:	
Other-specify:	
IAC Request Amount	\$ 1,000 .
TOTAL Cash Income	\$ 1,225 .

IN-KIND DONATIONS

Include in this section the value of all donated materials and services applicable to the completion of your project. Please contact the IAC for more information on in-kind donations.

Non-cash Donation-specify: Happy Printing (matching for graphic artist)	\$ 125 .
Non-cash Donation-specify:	

Non-cash Donation-specify:	
Non-cash Donation-specify:	
TOTAL In-kind Donations	\$125.

This document is used by the Arts Commission staff to check in your application. If items 1-17 are marked with an “N”, you MUST come into the IAC office and make the corrections or your application will not be processed.

FY2004 Individual Artist
Internal Application Processing Form

- | | |
|-----|--|
| Y N | 1. Application received by 4:30 EST on February 3, 2003 |
| Y N | 2. Original signature signed by artist |
| Y N | 3. Correct number of copies received (1 original + 9) |
| Y N | 4. Project dates are appropriate (7/1/03 thru 6/30/04) |
| Y N | 5. Proposed Budget Summary is correct (page 4) |
| Y N | 6. IAC Request is not more than \$1,000 |
| Y N | 7. Artistic Documentation submitted & labeled according to instructions |
| Y N | 8. The correct number of slides, photos, literary pages etc. was submitted |
| Y N | 9. The Artistic Documentation was produced after 2/1/2000 |
| Y N | 10. Applicant is 18 years of age as of 2/1/03 |
| Y N | 11. Applicant is NOT currently enrolled in a degreed program |
| Y N | 12. Applicant certifies that he/she have been a legal resident of Indiana since
2/1/02 and plan to remain a resident of Indiana until 6/30/04 |
| Y N | 13. Applicant did not receive a FY2003 IAP grant (July 1, 2002 to June 30, 2003) |
| Y N | 14. Applicant is not part of a collaboration for which another artist is applying at
this deadline |
| Y N | 15. Ten copies of Artist Career Summary/Resume |
| Y N | 16. Ten copies of slide/photograph list or artistic documentation description |
| Y N | 17. Correct Legislative information submitted (page 1) |
| Y N | 18. One copy of self addressed IAC postcard with correct postage |
| Y N | 19. Self addressed envelope for return of artistic documentation with
correct postage |



402 W. Washington St., Room W072
Indianapolis, IN 46204-2741
317/232-1268
arts@state.in.us
www.in.gov/arts

Deadline: 4:30 P.M., EST, - MONDAY, FEBRUARY 3, 2003

PLEASE TYPE OR COMPUTER-GENERATE. Handwritten applications will not be accepted. Provide all information and answer every question.

Applicant Name:		Social Security Number:	
Mailing Address:			
City:	State: <u>IN</u>	ZIP+4:	County:
Day Phone:	Evening Phone:	Fax:	
E-mail/Website address:			
Legislative Districts: Based on your street address, enter one legislative district number for each of the government branches listed below. The Indiana Arts Commission is the recipient of funds from the State and Federal government and will use the information below to notify your legislators of the results of all IAC funding decisions. If you do not know your correct district numbers go to www.vote-smart.org/index.phtml to find the information based on your ZIP+4 or contact your county voter registration office (visit http://www.monroegreens.org/Campaign2002/VoterReg2.pdf for a listing). Do not leave this question blank.			
Indiana House # _____ Indiana Senate # _____ U.S. Congress # _____			

- Applicant's Artistic Discipline (check one)

<input type="checkbox"/> Craft	<input type="checkbox"/> Folk Arts	<input type="checkbox"/> Multi-Arts	<input type="checkbox"/> Theater
<input type="checkbox"/> Dance	<input type="checkbox"/> Literature	<input type="checkbox"/> Music	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> Design Arts	<input type="checkbox"/> Media Arts	<input type="checkbox"/> Photography	
- ☐ I am at least 18 years of age at the time of this application. My date of birth is: ____/____/____.
- ☐ I have been a legal resident of the state of Indiana since: ____/____/____.
- ☐ If an award is granted, I intend to remain a legal resident of the state of Indiana until 6/30/04.
- ☐ I am not currently enrolled in any degree-granting program.
- ☐ I did not receive a FY2003 Individual Artist grant (July 1, 2002 to June 30, 2003).
- ☐ I am not applying as part of a collaboration for which another artist is applying for IAC support at this deadline.
- ☐ I consulted with IAC staff prior to submitting my application.
- ☐ Submitted artistic documentation has been produced/created since February 1, 2000.
- Check the characteristics that best describe you. This information is collected for statistical analysis and reporting only. You may select any combination of the below that apply.

<input type="checkbox"/> Asian	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> American Indian/Alaska Native	<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> Over age 65	<input type="checkbox"/> Physical Disability	
<input type="checkbox"/> Mental/Emotional Disability	<input type="checkbox"/> Sensory Impairments	

The undersigned certifies that s/he (1) has read the guidelines incorporated herein by reference, and (2) will comply with all guidelines, including federal and state statutes prohibiting discrimination against any person the basis of race, color, national origin, gender, age, religion, or physical or mental disability.

Signature

Date Signed

Applicant Name: _____

- **Project Description.** Write a brief statement describing your intended proposal. DO NOT continue on additional pages. Answer all six questions (A-F). Be as concise, clear, and brief as possible in your responses. Panelists read many applications. Long rambling narratives are difficult to understand and remember. Panelists are more likely to retain information that summarizes key elements, is clearly presented, and to the point.

A. Describe your project:

B. How do you plan to accomplish the described project, and why does it merit funding?

C. How will this project make a difference in your career development?

Applicant Name: _____

D. Describe the public benefits of this project; this may include a variety of activities that would include contact with the public. What county/ies and/or community/ies will benefit from the project?

E. What are the anticipated outcomes? How will you evaluate the success of this project?

F. Project Timeline (your timeline must include detailed information, in addition to a starting and ending date):

Starting Date: _____ Ending Date: _____

Detailed timeline:

Applicant Name: _____

PROPOSED BUDGET

ESTIMATED CASH EXPENSES

Please provide a line-item budget for your estimated cash expenses. If an expense item listed below is not applicable to your project, leave the line blank; round figures off to the nearest dollar-do not include cents.

Personnel-specify:	\$
Personnel-specify:	
Personnel-specify:	
Facility Rental	
Travel/Transportation	
Marketing/Publicity/Promotion	
Other-specify:	
Other-specify:	
Other-specify:	
TOTAL Cash Expenses	\$

PROPOSED CASH INCOME

Report direct cash support such as artist's contribution, cash donations made directly to the project by individuals, sustaining memberships, net proceeds from special fundraising events, etc. Include income from corporate foundations, United Arts and United Way organizations in this section. Also include the amount of funding requested from the Indiana Arts Commission on the line indicated. Total Cash Income should equal the Total Cash Expenses from above.

Artist's cash	\$
Donations	
Other Grants-specify:	
Other-specify:	
Other-specify:	
IAC Request Amount	\$
TOTAL Cash Income	\$

IN-KIND DONATIONS

Include in this section the value of all donated materials and services applicable to the completion of your project. Please contact the IAC for more information on in-kind donations.

Non-cash Donation-specify:	\$
Non-cash Donation-specify:	
Non-cash Donation-specify:	
Non-cash Donation-specify:	
TOTAL In-Kind Donations	\$

APPLICATION ACKNOWLEDGMENT CARD

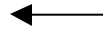
Indiana Arts Commission Individual Artist Project Grant Application for FY2004

In all future inquiries, refer to your application number, which is:

_____ Application Number - IAC Use Only

_____ Date

CUT ALONG DOTTED LINE



In order to receive notification of the receipt of your application, please address the reverse side of this card to yourself. Apply a stamp and include this card as the first item of your application packet. Applicants who do not include this card will not be contacted about the receipt of applications. Please do not call the IAC office about the status of your application.

Indiana Arts Commission
402 W. Washington St., Room W072
Indianapolis, IN 46204-2741